User's Guide

Utilization Data Screen

Purpose: To record miles or hours for state vehicles.

Reporting Requirement: Recommended monthly but at a minimum quarterly. Quarterly deadlines are set at one month past the end of the quarter as indicated below:

> 1st Quarter, July 1 – September 30: Deadline is October 31
> 2nd Quarter, October 1 – December 31: Deadline is January 31
> 3rd Quarter, January 1 – March 31: Deadline is April 30
> 4th Quarter, April 1 – June 30: Deadline is July 31

- **End Report Date** – equals the date of the odometer reading being entered
- **Beginning Meter Reading** – defaults to the current value in the "Last Odometer Reading" field on the vehicle data screen
- **Ending Odometer Reading** – enter the ending reading for the reporting period
- **Report Commute Miles** – this is an optional field available for agencies to track total commute miles. Commute miles are to be tracked separately from the vehicle usage calculated on this screen. *Do not reduce your ending odometer reading by the commute miles.*
- **Usage Agency/Organization** – optional fields available for agencies to track the agency/organization that actually used the vehicle (if different from the assignment agency/organization). This is beneficial to track utilization if the if agency/organization that uses the vehicle is different from the agency/organization on the assignment data screen.
- – this is a protected field that is calculated after the submit button has been pushed. It is the difference between the ending odometer reading and the beginning meter reading.